**TAD Program Report Guidance**

To TAD Grant Recipients:

Thank you very much for all the time and effort you put into completing the quarterly program reports. We in the TAD Grant unit within the WI Department of Justice are interested to know how your programs are functioning, as well as struggles you are trying to address.

Here are some suggestions, things to keep in mind and specific information that should be addressed when completing the TAD Quarterly Program Reports. For further information and clarification, contact Mike Derr at derrmg@doj.state.wi.us, Marsha Schiszik at schiszikmj@doj.state.wi.us, Katie Hawkins at hawkinskd@doj.state.wi.us, or Alesha Hawkins at hawkinsab@doj.state.wi.us.

**Overall Tips and Suggestions**:

* **Follow Directions:** Please read each question fully and carefully before responding. Make sure that your response provides all requested information and data and addresses all the topics referenced in the question.
* **Report Length:** Please try to be brief, but thorough. Program Reports are typically 3-4 pages when printed. Also, keep in mind the following points:
	+ Submitted reports have varied from 2 pages, which provides very little information, to 22 pages, which provides way too much information to process.
	+ Try to **summarize the activities and outcomes of the program** since the last previously-submitted quarterly report unless the questions specifically ask for overall numbers.
* **Multiple Programs:** If TAD funds are used for more than one program, please clearly distinguish between the programs when reporting on the activities, for each question. For example, a county or tribe receiving one TAD grant award to fund its Drug Court, OWI Court and Diversion programs should address activities and outcomes separately for each of those programs.
* **Seeking Extension for Submitting Report:** If it appears that your program may need additional time to complete the program report, please contact Mike Derr or Marsha Schiszik to request an extension beyond the submission deadline. Include in that request the reasons why an extension is needed. Please submit your extension request prior to the deadline.

***“Activities”* Space on First Page**:

* Please provide a brief summary of the program and/or team’s major activities that have occurred since the last quarterly reporting period.

**Program Questions – Nos. 1-7:** (Main Contact -- Mike Derr or Marsha Schiszik)

1. *Describe the progress made by your TAD program(s) during this reporting period as outlined in your* ***goals and objectives*** *form submitted with your grant application.*
	* Clearly identify your 2022 program goals and objectives from your application in your response. Your response should describe outcomes and performance measures that focus on those stated goals and objectives. For example, (1) if a program objective states that 60% of all drug treatment court participants will successfully graduate, then your response should describe what percentage of participants successfully graduated during the reporting period or the entire grant period. Similarly, (2) if a program objective states that the county will reduce the number of jail-days by 300 days during the one-year grant period, then your response should describe the decrease in the number of jail-days during the reporting period or grant period, vis-à-vis the number of jail days that would have occurred.
	* Your response should include data that your program is tracking and submitting into CORE, as well as any data tracked in your local data platform or system.
2. *Describe the progress made by your TAD program(s) during this reporting period* ***(i.e., events, trainings, meetings, community outreach activities, etc.).*** *Please be sure to clearly distinguish between the programs (e.g., Drug Court, Diversion Program, OWI court, etc.).*
	* In your response, identify tasks completed as outlined in your implementation plan and timeline. For any tasks not completed, please provide a time frame and plan for completing those tasks.
	* Information in this response should also define and detail trainings, presentations, or events that your program team members participated in during the reporting period.
	* Examples: (1) The Program Coordinator and DOC agent attended Standards Training; (2) the Drug Court team met this quarter to discuss phase structure; (3) The Program Coordinator met with various civic organizations and business leaders to highlight past year accomplishments by the Drug Court Program.
3. *List all numbers and activities of your TAD program(s) during this reporting period. Please include the 1) current program numbers, 2) referrals, admissions, graduations and terminations, and 3) program capacity. Please be sure to clearly distinguish between the programs, (e.g., Drug Court, Diversion Program, OWI court, etc.)*
	* Data provided in this question is for the reporting quarter. Data provided under this Question will likely be different from Question No. 1, as the latter focuses more on overall program outcomes as defined in the program application.
	* In your response, also briefly describe the number of referrals who were not eligible for or admitted into the program, and the reasons for not being admitted.
	* For the 4th quarter report only, please also include in your response the number of active participants, and number of referrals, admissions, graduations and terminations that occurred throughout the entire grant period.
4. *Describe any changes made to your program during this reporting period (e.g., referral process, phase structure, treatment offered, etc.)*
	* Report any changes made to the program structure, documents, or processes this past quarter.
	* Report any barriers or challenges your program has encountered.
	* Describe any resource barriers, such as lack of treatment services, transportation, sober living options, etc.
	* Explain how the program structure may also contribute to barriers for referrals, admissions, graduations, participant progress, etc.
5. *Please indicate if you have experienced any changes in your TAD program staff during this reporting period* (e.g., budgeted staff, team members, positions listed on the TAD grant, etc.)
	* Report any changes in TAD staff (listed on the grant) and other significant team members involved in each program. This includes both recent departures and additions.
6. *Describe any changes made to your program during this reporting period (e.g., referral process, phase structure, treatment offered, etc.), including changes made due to COVID-19.*
	* Report only those changes made to the program structure, documents, or processes this past quarter **that were due to COVID-19.**
	* Likewise, report and describe only those barriers and challenges that were attributable to the Covid-19 pandemic.
7. *Describe any challenges your program has experienced in terms of interagency coordination and collaboration during this reporting period (e.g., lack of stakeholder attendance and/or engagement, etc.)*
	* Discuss any issues with stakeholder attendance, buy-in and/or collaboration as it relates to the operations of the program and within the team.
	* Please also be sure to report on the **frequency of meetings as well as the activities of the program’s oversight committee** (i.e., CJCC Committee), and what issues are being addressed.

**Financial Questions Nos. 8-9:** (Contacts – Mike Derr, Marsha Schiszik or Katie Hawkins)

1. *Is your program on track to spend the budgeted amount for this reporting period? Do you anticipate that funds will be fully expended by the project period end date? If no, please explain.*
	* Report any concerns or difficulties you are having with spending the grant funds, including any questions or concerns regarding the allowability of expenditures under TAD program guidelines.
	* Note: The earlier we can together address these issues, the more likely we can get the level of program expenditures back on the track to ensure the allotted grant funds are fully spent on the program, consistent with the program budget.
2. *Please indicate if your fiscal department has issues or questions regarding the financial reporting requirements for the TAD Grant and could use assistance in this area.*
	* If there are ANY issues, questions, or concerns about the grant funds, please do not hesitate to contact us! That is what we are here for; we are very happy to set up a call or a meeting to work through any questions and concerns.

**Data Questions – Nos. 10-11:** (Contacts -- Mike Derr, Marsha Schiszik or Alesha Hawkins)

1. *After reviewing your program data, what trends have you identified (e.g., patterns or changes in referrals, admissions, discharges by type, etc.)?*
	* Note any program data trends you have identified. This could include positive trends that the program has been trying to improve, such as reducing the number of days from referral to admission or increasing the number of referred participants. This could also include trends that indicate areas for improvement, such as a decrease in number of referrals since the last report or increase in the number or percentage of participants who are terminated from the program.
2. *Data Question: Do you have any data-related concerns or need assistance with the CORE Reporting System? If yes, please explain.*
	* Detail in your response whether your program is current with CORE data entry. If your program is not current, provide a time frame and plan for getting up to date.
	* Note any issues with or request assistance with submission of program data into the CORE Reporting System. As noted above, don’t hesitate to contact us for assistance if there are ANY issues or concerns regarding program data or CORE data submission.

**Technical Assistance – Nos. 12-13:** (Main Contact -- Mike Derr or Marsha Schiszik)

1. *Technical Assistance (TA): Describe any technical assistance, training or additional resource needs that your treatment court team and program would find beneficial.*
	* **Please let us know if there are issues, questions, concerns, or resources that the program or team could use.** This should include ANY information the program team would like related to the program or their roles on the team. Describing these areas of concern or training needs will allow us to identify trends or training needs from which multiple programs could benefit.
2. *Site Visit/TA Conducted: Have you had a site visit or received TA in the last 12 months? If so, please describe at least one aspect of the visit that was helpful. Please discuss any changes to the program you may have made as a result of the feedback you received.*
	* Focus specifically on any changes to program structure, processes, services and activities made during the prior quarter that resulted in full or part from the findings and recommendations that you received from the previous site visit or TA.

Thank you very much for taking time to provide the requested information and assist us with monitoring TAD-funded programs and learning more about program activities!

Mike Derr and Marsha Schiszik